



DEPARTMENT OF STATE
WASHINGTON

March 10, 1959

STATINTL

Dear [REDACTED]

A survey of the Bureau of Intelligence and Research indicates that about 80 of our officers have not had an opportunity to attend a briefing on your agency's Intellofax system. Believing that they would benefit from appropriate instruction on this system, I should be grateful if you could arrange a briefing schedule for these officers.

The last series of briefings was conducted in the conference room in State Annex No. 1, the building in which most of these officers are located, and it would perhaps be best to continue this practice. If, however, this presents any difficulties for your staff, please let me know and I shall be pleased to discuss appropriate changes.

To conclude the arrangements, may I suggest that your representative call my Personnel Officer, Mr. William D. Calderhead (Code 182, Extension 3136) to agree on the dates and times for the briefings. Considering the limitations of our conference room, I suggest that the group be divided into three sections with the briefings to be given consecutively, if possible, so as to complete the project in one day.

Sincerely yours,

State Dept. declassification & release instructions on file

Joseph T. Bartos
Director, Executive Staff
Bureau of Intelligence and Research

STATINTL

ACTION TAKEN:

[REDACTED]
Deputy Assistant Director,
Central Intelligence Agency,
Washington 25, D. C.

Briefings scheduled for Friday
March 20, 1959
9:30, 10:30, and 11:30

Annadel Wile
David Weeks